

Meeting Minutes
05/26/2011
6:45 p.m.

In attendance: Tom Azlin, ARES; Ian Sterne, American Red Cross; Charles Monts, Boy Scouts; James Sobecke, CERT; Jeffrey Katz, CERT; Tom Lambiase, FCIA; Dianne Quebral, MRC; Charles Bubeck, MRC; Andrew Curtis, MRC; Frank Vajda, Neighborhood Watch; Andrew Levy, At-Large Representative; Bob Mizer, Braddock District; Adeel Mufti, Hunter Mill District; Charles Sneiderman, Mason District; Jean Zettler; Providence District; Jim Kirkpatrick, Springfield District; Karrie Delaney, Sully District; Donna Spiewak, VIPS; Matthew Lyttle, Volunteer Fairfax; Al Bass, Office of Emergency Management; Marcelo Ferreira, Office of Emergency Management; Chaz Holland, Virginia Defense Force.

The meeting was called to order by Chairman Jean Zettler at 7:00 pm. Agendas were passed around.

Introduction and Old Business

Chairman Zettler stated that miscellaneous handouts, which were also emailed to everyone, were placed on a table for whoever wished to review them. Introductions were made around the table. A representative was in the presence for Pat Lucas, John ?. John was asked whether he had the minutes from the previous meeting which Pat took. John did have the minutes and said he would get with Pat to send the previous minutes out.

Committee updates

Outreach

Matt Lyttle, Outreach Chair, reiterated what was decided at the March meeting: to have a CCC presence at 3 public events (Viva Vienna, Celebrate Fairfax and the Herndon Festival). There was minimal sign-up for representing the tables at these events, and Matt said he'd return the booth space to the Festival sponsors. The Outreach Committee, on behalf of the CCC will plan for the 2012 festival season. The CCC will have to decide on what we want to promote and how we would promote it. Matt expressed many thanks to the few that volunteered to man the booths, but the sign ups weren't enough. Some ideas for outreach were discussed. Andrew Levy mentioned a video promoting CCC that was made several years ago. Marcello said that he can get in touch with Channel 16 about getting another video made for the CCC. Andrew Levy said there is a current video that is probably still very current which we can use. Jean asked all CCC members in attendance to look at the video so that the possible project can be discussed at the July meeting.

Jean asked if there were any volunteers for the Outreach or Membership committee. Charles Monts (Boy Scout representative) and Karrie Delaney (Sully District representative) volunteered for Outreach. Karrie said she wants to feel more confident in the message that will be promoted during outreach, and is glad that we will be working on that message.

Grants

Al Bass passed around an updated spreadsheet for grant funded projects. He explained that there is \$1 million for the National Capitol Region.

Membership

It was asked if Northern VA crime prevention association is still part of the council. It was pointed out that they are.

Jim Kirkpatrick (Springfield District representative), Membership Chair stated that Marcello gave him a list of who the current members are. He said he focused on who is not “at the table”. Girl scouts are not represented. He suggested a standard letter go out that would describe the purpose of the CCC and invite letter recipients to become members. He handed out copies of the letter. Jim also thought it would be good to have the Salvation Army as a member. Matt Lyttle said the Salvation Army has an office on West Ox Road, and Jim can send an email to see if there’s someone local who would be interested in attending CCC meetings. Jim asked Council Members to send him an email if people had suggestions for new Council members. Jean suggested he also focus on members who are not participating (attending meetings), and reach out to them.

Member Updates

Jean asked if there were any “late breaking” updates. Dianne said that an MRC Exercise is coming up on June 25th..

Andrew Levy asked about Roam Secure. Roam Secure is still out there, per Jeff Katz, but funding for it is gone. It has no future. Dianne from MRC talked about a new County Volunteer Management System that will integrate all County volunteers into one system in order to facilitate the sharing of volunteers and to ease reporting.

New Business

FOIA: Marcelo Ferreira said we are required to follow the basic procedure to comply with FOIA.: whenever there are three CCC members or more discussing things, it is considered a meeting. Minutes must be taken and the meeting must be announced three days prior to the meeting. Email correspondence is also counted as a meeting if it involves more than two Council members. County legal authorities recommend that reply-all not be used, unless we announce what is discussed in the email to public and allow for comments from the public. The CCC should try to meet the FOIA standards. Using “bcc” on email is okay, since no one can reply-all. There was a discussion on what is considered as “Council business” that cannot be discussed unless it’s a formal meeting. Marcelo said he would get more clarification and can perhaps get someone to talk to the CCC more about it. We cannot ignore and “not follow” these rules. A point was raised to check to see if what is considered “Council business” is what leads to a vote. Marcelo said he would get more clarification: what constitutes Council business, and if execution of a CCC decision counts as “Council business”.

National Preparedness Month: This falls in September. Marcelo and two volunteers from the CCC, Matt Lyttle (Volunteer Fairfax) and Karrie Delaney will work with Marcelo on planning and executing an event sponsored by the CCC. This will be a combined outreach event with for all CCC members and will acknowledge the 10th anniversary of 9/11.

Jean asked about what people thought about where to hold CCC meetings. The group decided that meetings should continue at the FX County Government Center.

Speaker for next meeting: The group decided to defer a presentation by the FX County Chaplain Corps until September, as the CCC needs to use the July meeting to prepare for the National Preparedness

event. Matthew introduced a motion to skip the marketing plan from the May Agenda in order to focus on the CCC message. The motion was seconded and approved, with two “Nay” votes.

Discussion started on developing a message for CCC. It was suggested we develop an elevator speech. Matt said that he would read the mission of the National CCC and then we can decide if we can use that or tweak it. It was suggested that we coordinate efforts and we should mention that in our message. Andrew suggested that our message not be about what the CCC members do in meetings, but what the CCC does as a coordinating body. Matt disagreed and said that we should still tell about our meetings to promote that it is an open meeting for non-members to get involved with. Dianne said that we should promote a message about preparedness, to see that people have kits and food and the like in case of emergencies such as tornadoes. Another member suggested that we focus on “the citizen” in our message – how prepared is each and every citizen for/during a disaster situation. Marcelo suggested that the message to the citizen be to get them involved, since the message of the individual organizations is to promote what will happen in an emergency. A member suggested that we list the CCC members in our message. Marcelo countered that we instead list out ways that people can volunteer and what CCC programs do. It was suggested that we keep our message simple and that we were getting too complicated in what we were trying to convey. Various ideas for a message were suggested. Matt reiterated that we need to discuss what our core purpose is. Andrew from MRC suggested the following message: “Emergency preparedness through community involvement and volunteerism”. Matt suggested that he and Karrie take all these ideas and try to consolidate and build on them, and then present the message to the Council during the next meeting. Everyone agreed to that approach.

Jean pointed out that at the July meeting we have elections for Chair, Vice Chair, and Secretary. Jean and Mike Bartlett will not be running again. Jean asked for nominations before the next meeting, but that Council Members make sure that if they nominate someone, they first check with the nominee to see if s/he is willing to be nominated and serve in the position.

Adjournment

There being no further business, there was a motion to adjourn that was seconded and approved unanimously at 9:06 pm.

Faithfully submitted,

Adeel Mufti

Organization:	Fairfax Medical Reserve Corps (MRC)	Date:	May 23, 2011
Member Updates			
<ul style="list-style-type: none"> • Volunteer Recognition Program – Fairfax MRC has implemented a new volunteer recognition program to recognize the dedication and commitment that MRC volunteers show through their attendance at trainings and participation in exercises and events. We are offering pins recognizing 1, 3 and 5 years with the MRC, completion of NIMS/ICS training, participation in the H1N1 flu clinics, and a special Beyond the Call pin to volunteers with at least one year with the MRC who have participated in 5 or more exercises in a 12 month period. • Recruitment – MRC enrollment has increased to 4,188 volunteers due to a spring recruitment campaign. Recent recruitment efforts include a mailing to more than 9,000 health practitioners in Fairfax County inviting them to join the MRC. Additional mailings went out to all current volunteers encouraging completion of training requirements and updating their personal contact information. A new recruitment card was developed and inserted into the mailing for active volunteers, asking them to refer a friend. • Nuclear and Radiation Overview – The Virginia Department of Health is offering training via videoconference to MRC units across the state on issues related to nuclear and radiation events. Fairfax MRC volunteers participated in a training session on April 28 that covered the history and impact of nuclear and radiological events, nuclear and radiological threats in Virginia, radiation exposure, the health impact of radiation exposure, counter measures used for decontamination and treatment, and how MRC volunteers could support a response. The second training session is scheduled for June 9. • Cities Readiness Initiative – Fairfax MRC held two Cities Readiness Initiative response trainings on February 17 and March 5. This session focused on the intensive effort required to mobilize a mass dispensing response according to the county's CRI plan. The training sessions reviewed personal preparedness, covering what volunteers can do ahead of time in order to make sure they and their family are supplied and prepared to address not only an MRC activation, but also a wide variety of emergencies that may arise. • State Managed Shelter training - Several MRC volunteers and Health Department staff attended State Managed Shelter training provided by the Virginia Department of Social Services. The training focused on how to support general shelter operations, the incident command structure, and how to provide for medical needs within state managed shelters. 			

Update Form

Organization:	Community Emergency Response Team (CERT)	Date:	05/23/11
Member Updates			
<p>The Fairfax County CERT program continues its outreach and training classes for the community.</p> <p>The CERT Outreach efforts will pick up momentum as we get into the Spring and Summer. Fairfax County CERT will participate in ViVa Vienna (May 28-30), the Herndon Festival (June 2-5) and Celebrate Fairfax (June 10-12). In addition to a CERT Display and information booth, CERT will play a supporting role in lost child duties and crowd control for the EMS personnel at each of these venues. CERT will also be providing traffic control and race safety support for the Fair Oaks Volunteer Fire Dept. "Ambulance Chase" 5K race and Kids Fun Run May 28th.</p> <p>A CERT presentation was given to the Bonnie Brae Community Association (Burke) on March 22nd.</p> <p>The second Teen CERT Basic classes scheduled to be conducted at the Falls Church High School was cancelled due to illness of the instructor. The class will be rescheduled for the Fall Semester.</p> <p>Two more CERT Level 2 classes (Classes 55 & 56) completed their training at the Fire and Rescue Academy in April, concluding with a Final exercise on April 23 at the former Lorton Juvenile Detention Center facilities. The next scheduled CERT Level 2 classes are scheduled for August -September, with a CERT Final Exercise on October 29.</p> <p>A CERT Basic training opportunity (Class 53) took place at the Mount Vernon Government Center in the April-May timeframe.</p> <p>A second series of Saturday CERT Basic classes will be offered again in the Spring-Summer.</p> <p>The Fairfax County CERT program has been working with the County Adult Education Program to begin offering a CERT Basic curriculum in the Fall. These classes will be held at various locations throughout the county. Details to follow.</p> <p>The goal of the Fairfax County CERT program continues to be focused on raising the public's preparedness and awareness of the many training and information sources available through the County. The CERT program relies on OUTREACH events as well as a CERT Blog, Twitter and Facebook to get the message out.</p>			

Update Form

Organization:	VIPS/APO Programs	Date:	5-25-2011
Member Updates			
<p>APO Academy is currently underway, projected to graduate in June 2011 APO Level IV in-service training is scheduled to start this summer CPA Academy completed this session</p> <p>VIPS and APOs assisted with various DWI checkpoints, roleplaying exercises and other police department special events. APOs are scheduled to assist with traffic control during the fair.</p>			

Update Form

Organization:	Springfield District	Date:	5-24-2011
Member Updates			
<p>I have been promoting CERT to our civic and homeowners associations.</p>			

Update Form

Organization:	Amateur Radio Emergence Service (ARES)	Date:	24 May 2011
Member Updates			
<p>Accomplishments since 31 March 2011 report</p> <p>Conducted testing of field expedient HF antennas during support to the Bull Run 50 mile trail run including making contact with the Virginia Digital Net Manager at about the range to Richmond. Multiple antenna designs, powers, and modes tested. Most worked some did not so good test.</p> <p>Met with the EOC Manager on the planned AEOC antenna upgrade to review the plans. Agreed with plans and we are awaiting notice of installation so we can start tuning and testing. At that point the AEOC station will have basic capability to meet county requirements.</p> <p>Added additional equipment to the VHF/UHF go-kits #3 and #4 and to the HF go-kit. These five go-kits are stored at the Alternate EOC where they can be retrieved by Fairfax ARES members for prepositioning at shelters or checked out for no notice activations. We expect to complete all tasks for the five go-kits this coming quarter when antennas, coax, and other parts arrive.</p> <p>Met monthly with the EOC Manager to get tasking and to report status on ARES staffing, projects and plans.</p> <p>Plans for the next period:</p> <ol style="list-style-type: none"> 1. Hold regular meetings at the AEOC on the 4th Thursdays of each month. These are open to interested hams. 2. Hold three training/equipment maintenance sessions during the third quarter 2011 to continue developing communications skills at the AEOC, EOC and field locations in the county. This will include activating the EOC located amateur radio station on Saturday, June 25 from 2PM until late evening to check the coverage during day, dusk, and night. This is an annual ham radio field day for testing equipment and skills in preparation for emergency communications in the field. For example after a tornado. 3. Provide OEM officials with locations and times for the field day locations inside Fairfax County for the weekend of June 25 and 26. County amateur radio clubs get bonus points if they are visited by OEM or elected officials. 4. Hold training radio nets each week. 5. Develop plans for software testing for the go kits and the AEOC/EOC station laptops. 6. Support Prince William ARES during 150th anniversary Civil War reenactments. Over 25 hams are needed each day during the 4 day event. 7. Support internal OEM EOC exercise on 3 June by staffing the AEOC, EOC, and the OEM communications vehicle ham radio stations. <p>Tom Azlin, N4ZPT. Fairfax County ARES Emergency Coordinator/RACES Coordinator</p>			